



Chief Counsel, Exempt

(Possible CEA V Position; refer to the CEA V Bulletin for additional information)

Employment Opportunity

Final Filing Date: UNTIL FILLED

Salary Range \$ 6,173 - \$13,381

Position Description

Chief Counsel is the principal legal advisor to the California State Lottery Commission, Director, and every operating division within the California State Lottery (Lottery). The Chief Counsel represents the Lottery in all legal matters. As a member of the Director's executive staff, the position serves in a high administrative and policy-influencing capacity with significant responsibility for formulating Lottery goals, policies and business objectives.

Duties and Responsibilities

This position reports to the Director/Chief Deputy Director of the Lottery. The duties include planning, organizing, and directing the work of a professional legal staff; acting as legal advisor to top management; representing the Lottery before the Legislature; formulating legal policy, rules and regulations; and participating as a member of top management in the development and implementation of Lottery business strategies and objectives. This position has a major impact on decisions and requires the ability to rapidly develop an extensive knowledge of programs of the Lottery and probable consequences of proposed actions. Duties include:

- Serving as the Lottery's principle liaison with the Governor's Legal Affairs Secretary, the Attorney General's Office and legal offices of other state and public agencies
- Directing the work of the Attorney General's office and private counsel on advisory matters and litigation
- Directly supervising the Lottery's in-house legal staff
- Serving as Acting Director on request in the absence of the Director or the Chief Deputy Director
- Making presentations on Lottery law and principles to the Legislature, public agencies and private groups
- Working closely with Lottery auditors and security personnel to support and maintain highest levels of integrity in all Lottery operations

Filing Instructions

All interested applicants must submit an application package, consisting of a standard state application (STD. 678), résumé, and Statement of Qualifications, in person or by mail.

All applications/résumés must include "to" and "from" dates (month/day/year). Applications received without the Statement of Qualifications will not be accepted. Statements of Qualifications submitted without specific examples for each of the six topics will not be accepted. Résumés do not take the place of the Statement of Qualifications.

Applicants who fail to submit an application package described above will not be considered for this position. Mailed application packages must be **POSTMARKED** no later than the final filing date. Application packages postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Submit the application package to:

MAIL TO:
California State Lottery
Attn: Margie Gordon
P.O. Box 2630
Sacramento, CA 95812-2630

OR

DELIVER TO:
California State Lottery
Attn: Margie Gordon
600 North 10th Street
Sacramento, CA 95811

An Equal Opportunity Employer To All Regardless Of Race, Color, National Origin, Ancestry, Sex, Marital Status, Disability, Religious Or Political Affiliation, Age Or Sexual Orientation.

It Is An Objective Of The State Of California To Achieve A Drug-Free Workplace. Any Applicant For State Employment Will Be Expected To Behave In Accordance With This Objective Because The Use Of Illegal Drugs Is Inconsistent With The Law Of The State, The Rules Governing Civil Service And The Special Trust Placed In Public Servants.

Statement of Qualifications

In addition to the standard state application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities would benefit the Lottery. Be as specific as possible by describing incidents in your experience that relate to the six topics set out below, and include dates and other details.

1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, managing the work of lawyers and non-lawyers and/or contractors, and dealing effectively with a variety of individuals, organizations, and state agencies. Cite at least one specific example of a situation that required you to coordinate the work of lawyers and non-lawyers in order to produce a work product, providing a date and description of the underlying facts.
2. Discuss your background in terms of how it would further the business plan of the Lottery.
3. Describe the most challenging situation you have faced as a supervisor, why you found it challenging, how you addressed the situation, the outcome of your actions, and what you learned from the experience.
4. Describe an oral presentation you made either (1) in an adversarial proceeding in court or before an administrative body; or (2) in the Legislature, within the last five years. Explain how you prepared for the presentation, the reaction you received, and your overall satisfaction with your approach. Of particular interest are presentations where your position was the weaker or more disfavored position as compared to the opposing position.
5. Describe your experience as in-house counsel, either within state government or in private practice, and how you view your role as in-house counsel.
6. Describe your experience regarding contract law.

Statement of Qualifications requirement: Use no more than four pages, single-spaced, Arial 12 point font.

Minimum Qualifications

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.

And

Either I

One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Assistant Chief Counsel.

OR II

Two years experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D; and current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor).

OR III

One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor).

OR IV

Broad and extensive experience (more than five years) in the practice of law.* (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II, or III, above, performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II or III.)

*Experience in the “practice of law” or “performing legal duties” is defined as only that legal experience acquired after admission to the State Bar.

Note: Staff Counsel III (Specialist) or (Supervisor) are equivalent to Senior Staff Counsel (Specialist) or (Supervisor).

Exempt– Chief Counsel

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively as evidenced by possessing the following knowledge and abilities.

Knowledge Of

Legal principles and their application, especially principles applicable to business, gaming, and contract law; Organization and practices of the Legislature and the Executive branch; Legal procedures and dispute resolution methods and processes, both formal and informal; Principles, practices and trends of public administration, organization, and management; Administrative law generally, both rulemaking and adjudicatory; Techniques of organizing and motivating groups; Effective research methods, court procedures, and rules of evidence; Current and emerging gaming issues in California and nationally, the California State Lottery Act, and basic policies and principles of gaming law; Ethical obligations of in-house counsel, and analysis and application of laws relating to conflicts of interest; Personnel management techniques; Equal Employment Opportunity program objectives and a managers' role in the Equal Employment Opportunity program.

Ability To

Develop and maintain professional, effective, and respectful relationships with in-house clients and employees at every level of Lottery operation; plan, organize, and direct the work of multidisciplinary professional and administrative staff; work professionally and effectively with Governor's office personnel, the Legislature, and control agencies to further client's goals and business objectives; communicate legal principles clearly and efficiently in any media, written or oral, and in any forum, in formal presentations, and informally as needed to facilitate Lottery operations; plan, organize, and direct the work of attorney and non-attorney staff and contractors; effectively manage and apply civil service principles to a diverse staff; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; manage multiple tasks simultaneously and deliver timely and superior quality work products; effectively contribute to the Lottery's Equal Employment Opportunity objectives.

Examination Information

Experience and education exam component weighted 100%. All candidates will receive written notification of the exam results.

Following the final filing date, a review of all application packages will occur. The examination process will consist of an assessment by an evaluation committee. The committee will compare each applicant's qualifications for the position against specific job-related criteria developed from the minimum qualifications, knowledge, and skills.

A minimum rating of 70% must be attained to obtain list eligibility. Interviews may be conducted as part of the exam process, if necessary. If candidates are invited for an interview, they may be asked a series of pre-determined job-related questions. Hiring interviews may be conducted with the most qualified candidates if it is determined necessary in order to make a selection.

Background Investigation

Pursuant to Government Code Section 8880.38, all persons will be required to undergo a thorough background investigation prior to appointment.

Felony Disqualification

Pursuant to Government Code Section 8880.71, any person who has been convicted of a felony or any gambling related offense is disqualified from employment with the Lottery.

General Information

Questions regarding this position should be directed to Cassandra Lichnock, Deputy Director of Human Resources, at (916) 327-6398.